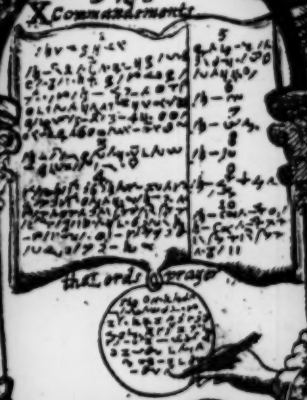
Alex. Fraser

# SHORT

Writing the most Easie Exact Lineall and speedy Method that hath ever yet been obtained or taught.

Composed by Theophilus Metcalfe Author and professor of the said Art




The 19th Edition much enlarged by the Author which is also made the practitioner perfect without any other Teacher.

London printed for Io: Hancock & are to be sold at his shop at the entrance into Popes head Alley out of Cornhill

Cæsar was praisd for his Dexterity
In Feates of Warr, and Martiall Chevalry :
And no less famous art thou for thy Skill
In Nimble turning of thy Silver-quill ; –
Which with the preachers mouth houldsepnall pace
And swiftly glides along untill the race
Of his discourse be run, so that I thinke
His words breathd from his Mouth are tumd to Inke

# The Alphabet

| | | Double letters to [illegible] | | | | | | |
|---|---|---|---|---|---|---|---|---|
| a | | bl | br | cl | cr | df | dw | |
| b | | fl | fr | gl | gr | fn | | |
| c | | pl | pr | sh | sk | sl | sm | |
| d | | sn | sp | st | sw | tl | tr | |
| e | | | | | | | | |
| f | | Double letters to end w[illegible] | | | | | | |
| g | | ld | lt | mp | nd | nk | nl | nt |
| h | | lk | lp | mp | nt | rd | rk | rl |
| i | | lm | ln | nd | rk | rl | rm | rn |
| k | | lt | lv | ng | rm | rn | rp | rs |
| l | | lp | lw | nk | | | | |
| m | | ls | lq | rk | | | | |
| n | | | | | | | | |
| o | | | | | | | | |
| p | | | | | | | | |
| q | | | | | | | | |
| r | | | | | | | | |
| s | | | | | | | | |
| t | | | | | | | | |
| u | | | | | | | | |
| w | | | | | | | | |

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The X Commandments

The Lords Prayer

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# Short-Writing,

*The most easie, Exact, Lineal, and Speedy METHOD that hath ever been Obtained, or Taught.*

Composed by

THEOPHILUS METCALFE,

Author and Professor of the said ART.

## The Last Edition.

*With a New Table for shortning of Words.*

Which Book is able to make the Practitioner perfect without a Teacher.

As many Hundreds in this City, and elsewhere, that are able to write Sermons word for word, can from their own Experience Testifie.

A young man, that lately lived in *Cornhill*, Learned so well by this Book, that he wrote out all the Bible in this Character.

*LONDON*, Printed for, and are to be sold by *John Hancock* at the first Shop in *Popes-Head-Alley* in *Cornhil*, at the sign of the three Bibles, 1679.

# TO THE READER.

Courteous Reader,

AS it is the property of my professed Art to comprize many things within the limits of a narrow circle, so I hold it a point of wisdom without circumbention or idle multiplication of words to express a mans intent and meaning. Solomons Proverbs are therefore called sweet because short; and admired of all, because under a little husk is contained a large kernel. The Art and knowledg of man riseth by degrees, and many times by reason of our ignorance of a more compendious method, we run a great way about, and perhaps with much anxiety and trouble of mind, we are at the last directed thither by the bow, whither we might have gone by the string. Every day brings out some new invention or other, the bulk of every Art and Science encreaseth with the times, only this Art of Radio-Stenography is orasped within so small a girdle, and so succinctly trussed up, that upon the least diminution, which is scarce to be supposed, an annihilation should seem to follow. There are many things which commend this Art, as that

*it hath attained its Perfection, whereas other Arts expatiate, and extend themselves beyond all compass of mans brain. Again, we must not suppose it to be some upstart or new-coyned Art, for it is as ancient as* Homer *himself, whose* Iliads *we read to be comprized in the shell of a Nut. I dare say no more, lest I should not seem to comply with my faculty; and therefore, Gentle Reader, all that I desire is, to have your approbation after your probation, and censure after trial. Thus hoping to enjoy both, I rest, ready prest, to afford you what furtherance I can.*

Theophilus Metcalfe.

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*The Stationer to the Reader.*

*Gentle Reader*, Though I know divers have learned in two or three days time by this *Book* only, yet if need require for thy more speedy attaining to perfection in this Art, there is published a *Schoolmaster*, explaining all the Rules thereof, to the weakest capacity; Also a new *Copy-book* of several hands, *viz. Secretary, Roman, Italian, Running, and Text-hand*: sold by *John Hancock* at his shop in *Popes-Head-Alley* at the sign of the three *Bibles*.

CHAP.

## CHAP. I.

### *Of the excellent use of this available Art of* RADIO-STENOGRAPHY.

AS Practice brings Perfection in all Arts and Sciences, So being once perfect in this Art, you shall with little use retain the same still in memory, during your life. Your memory shall be much helped and preserved, the pains of your most usual studies greatly extenuated thereby. By the said Art, you may be able to take any Sermons or Speech, being treatably spoken, word for word, as many hundred men and women in this City of *London*, which have learned only by the Book, worthily manifest. It is useful for Ambassadors, Messengers and Travellers, for the ready and speedy description of Places, Manners, Customs, Policies and Government of each Nation. It serveth for each other use, which I leave to those who can better judge of the best and most profitable uses hereof.

Now considering what singular benefit you shall enjoy hereby, let me request you not to fear your own imbecility, nor weakness of your capacity for the attain-

ing of mature perfection in this Art, by this book alone, without any other teacher: For first, the rules are few, pertinent, plain and easie, teaching the meanest capacity. Secondly, you have examples also suitable to every rule, so there can be no mistake. Thirdly, the rules of the book are placed in order as you must learn them.

Before you proceed any further, you may be pleased to observe, that in this Art you have the sound of every word, rather than the true Orthography thereof, so that many times letters, yea whole syllables may be left out of some words, yet sufficient sound remaining still to express the same; Examples you have hereof in the fourth Chapter of this Book.

Take this advice before you enter on it, when you have learned the Alphabet of letters well, and the other rules for joyning, and have attained to an understanding in this art; I say strive not so much to write it swiftly, as exactly, that all you write may be according to the rules of the book, which must be learned in order first, and then you will be able to read what you have written with facility. Thus use will make you perfect, and swiftness will follow after; the more you practice, the more you will gain experience.

Chap.

## CHAP. II.

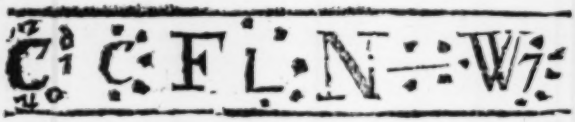
*Of the Alphabetical Characters which do represent the Alphabet of our English Letters: And these must be got perfectly by heart, before you proceed any further.*

THere are two Characters for *p*, two for *ſ*, the firſt to begin words, the latter to end words.

Obſerve this Rule for the joyning of the Letters aforeſaid. Theſe Characters are extracted from the Alphabet of letters and are made after this manner, by joyning two Characters together: As for example, ſuppoſe you have a word to begin with *bl*, to include theſe two Characters in one, you muſt do it thus, firſt write down the Character *b* thus ( ) then from thence where you take off your Pen, joyn the Character *l*, which is the next letter, thus ( ) and ſo you have a Character for *bl*, and ſo after the ſame manner you are to make from the Alphabet all other Characters, by uniting together thoſe that are r the beginning and ending of words.

## CHAP. III.

SHeweth the places of certain Vowels in this Art, where you must only use five places for the Vowels, according to the number of them, and they be thus disposed.



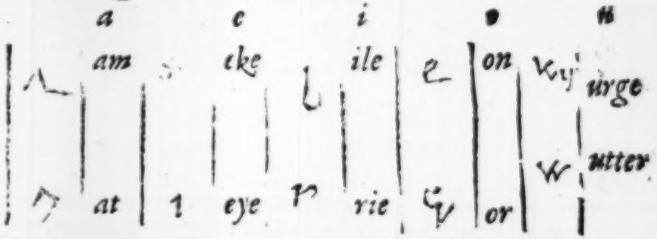
By these examples you may see, that *a* is above, *e* is the equal top, *i* is in the middle, *o* is the equal foot, *u* is underneath your letter, and so place them about all the rest of your letters, as you see the examples above written.

The third Chapter containeth the chiefest Rule in all the Art, therefore let the learner be careful to observe it well; for this of the Vowels places being rightly understood, the other Rules may be learned with ease. Be not discouraged though at the first it seem difficult; some young beginners have been so unwise, as to cast the book away, because they could not presently apprehend all at the first reading; when as many hundreds having stuck to it, have speedily attained it, and counted their time well spent.

CHAP.

## CHAP. IV.

SHeweth the uſe of the Vowels thus placed. Firſt if any of theſe five Vowels begin a word, the very letter of the Vowel muſt be expreſſed, as in theſe words following :




Secondly, when a Vowel cometh in the middle of a word, then remember that you place the next letter that cometh after it in the place of the former Vowel ; as for Example, to write *back*, firſt ſet down your *b*, thus ( ∠ ) now the next letter after *b*, is your Vowel *a* ; now note, that the place of *a* is juſt over the letter *b*, and in that place write your letter following, which is *k* thus ( ∠ ) *back*. To write *bait*, firſt make your *b*, thus ( ∠ ) now the next letter after *b*, is the Vowel *a*, now the place of *a* is the top of the Character *b*, and in that place write the letter following which is *t*, thus ( ∠ ) *bait*, to this end obſerve your examples following in the next leaf.

*A Table of Examples for shortning of words.*

MAny times letters and whole syllables may be left out, & yet sufficient found remaining to express the word by.

For *Abraham* write *Abram*, for *vehement* write *vemen*, for *daughter* write *dater*, for *laughter* write *later*, for *might* write *mite*, for *naught* write *naut*, for *Burrough* write *Bure*, for *thorough* write *thuro*, for *liberal* write *libral*, for *alteration* write *altration*, for *beautified* write *buttified*, for *mystery* write *mystry*, for *arm* write *rm*, for *argue* write *rgu*, for *arbor* write *rbor*, &c. Many more might be added, but these I judge sufficient to direct the ingenious Learners.

*Note also*, That when *E* comes before *X* it may be always left out; as for example, for *explain* write *xplain*, for *examine* write *xamin*, and the like.

When any double Letters come together, as *ff*, *ll*, *mm*, leave out one of them:

For { *Affable* / *Allow* / *Command* } write { *Afable* / *Alow* / *Comand* }

And always instead of *ph*, write *f*, as in *fisick*, *farisee*, *filosofie*.

CHAP.

Thirdly when a double consonant begins a word then let the vowell be placed about the last letter as for example to write (blame) set your double letter downe thus (<) and then your vowell being (a) write (in) in the place of it thus (<) to write blacke set downe your (bl) thus (<) and then your vowell being (a) write (k) in the place of it thus (<) to this end observe these examples following

| | | | | | |
|---|---|---|---|---|---|
| | blood | | knees | | spake |
| | blot | | please | | sparrow |
| | bright | | plucke | | spouse |
| | brought | | praise | | spoile |
| | cleare | | prayer | | spread |
| | cloth | | pride | | steale |
| | crowne | | shaddow | | still |
| | draught | | shame | | stocke |
| | flame | | slaine | | store |
| | flocke | | schoole | | straite |
| | fraud | | skin | | swallow |
| | fright | | small | | sweet |
| | glass | | smell | | tread |
| | greife | | snare | | trees |

Fourthly observe when a word begins with a single letter and ends with a double letter then place your double letter in that vowells place that most sounds the word as for example to write build set your single letter (b) downe thus (<) then your vowell being (i) write (ld) in the place of (i) thus (<) to write (feild) set downe your (f) thus (L) then write (ld) in the place of (e) thus (L) feild to this end observe the examples following

| | | | | | |
|---|---|---|---|---|---|
| | balme | | hurt | | silke |
| | better | | pearle | | songe |
| | bond | | point | | storme |
| | built | | scorne | | | |
| | could | | short | | torne |
| | faint | | | | water |

Fiftly observe ifone letter (or) twoo letters begin aword and those wordes end with a vowell then put a pricke in that vowells place to expresse theword as for example to write (by) set downe your (b) thus (<) then put a pricke in the place of (i) thus (<.) (by) to write blow set downe your dovble letter (bl) thus (<) then put a period in the place of (o) thus (<.) (blow) to this end observe the examples following

| | | | | | |
|---|---|---|---|---|---|
| | few | | to | | plough |
| | foe | | way | | pray |
| | high | | woe | | shee |
| | jaw | | clay | | shew |
| | jew | | cry | | skie |
| | joy | | draw | | slay |
| | key | | dry | | snow |
| | nigh | | fly | | spue |
| | noe | | free | | stay |
| | now | | gnaw | | straw |
| | say | | grow | | true |
| | see | | knee | | try |
| | soe | | know | | |

Sixthly observe that sometymes syllables may be left out of some wordes, yet sufficient sound remaining still to express the same as for example

| | | | | | |
|---|---|---|---|---|---|
| | daughter | | laughter | | slaughter |

Seaventhly, note that when a period is put within the circumference or middle of a word it signifieth (son) as these for instruction

| | | | | | |
|---|---|---|---|---|---|
| | comparison | | poison | | season |
| | lesson | | prison | | treason |
| | person | | reason | | venison |

Eightly observe this rule, that when a word ends with (s) then put a period behind it to expresse the plurall number as for examples

| | | | | | |
|---|---|---|---|---|---|
| | bones | | eyes | | nurse |
| | debts | | frogs | | rites |
| | else | | goats | | tares |

Ninthly when words end with (ed) then put (d) in the (e) place of the former letter as in these examples and the like/

| | | | | | |
|---|---|---|---|---|---|
| | arrayed | | ioyned | | robbed |
| | bowed | | neighed | | vowed |
| | clouted | | noised | | used |

Tenthly observe that if two vowells come together in a word and both of them of necessity must be expryst then expryse them thus as in these examples

| | | | | | |
|---|---|---|---|---|---|
| | fowell | | iewell | | poet |
| | fewer | | lower | | riot |
| | hewer | | lyon | | vowell |

Eleventhly note that when a word ends with (fie) put a period in the place of (i) as in these examples

| | | | | | |
|---|---|---|---|---|---|
| | damnifie | | iustifie | | rectifie |
| | edifie | | magnifie | | terrifie |
| | fortifie | | pacifie | | villifie |

Twelfthly note that when a word ends with (tive) then put a period in the (i) place of (t) thus (ı) as in these examples

| | | | | | |
|---|---|---|---|---|---|
| | active | | captiue | | native |
| | affirmative | | motive | | primitive |

Thirteenth to acquaint you with this rule concerning (qu) you shall vnderstand they are never disioyned but evermore lincked together as you may see in these exsamples following (quaile) (qualitie) (queene) (question) (quicken)

Fourteenth note that when a word endes with (est) (remember) that you write (st) in the place of (e) as in these examples

| | | | | | |
|---|---|---|---|---|---|
| | fittest | | meetest | | reedest |
| | meanest | | mockest | | wrepest |

## Prepositions to begin long words are these

| | | | | | |
|---|---|---|---|---|---|
| † | ab, ob | + | crosse | b | pro |
| T | ac | ə | de | b | pub |
| ʒ | ad | ʔ | diss | m | pur |
| a | af | ⌣ | fall, full | r | re |
| J | afflict | ⌒ | um | s | satis |
| ⌣ | all | • | in | q | sanct |
| ∧ | an | ɔ | liber | v | ser |
| ꝑ | ap, ip | c | mor | l | sub |
| x | as | ⊖ | mess, miss | ll | suffice. |
| d | be | x | more | ⌣ | sup |
| ξ | ch | o | par, per | ⌣ | temport |
| ⊔ | circum | p | part | ʃ | tast |
| c | con | ⊖ | pract | ⌣ | thr |
| o | count | ⌊ | pre | ⌣ | thor |
| ⌣ | cor, coll, cal. | | | ⌒ | trance |
| | | | | ə | vn |
| | | | | ə | wh |
| | | | | ə | wr |

## Terminations for ending long words are these

| | | | | | |
|---|---|---|---|---|---|
| L | able | ʃ | ject | > | soever |
| ⌒ | ance, ence | ʒ | jng | ⊙ | som |
| ⌒ | ant, ent | ə | lye | ʃ | struct, strue |
| ⌣ | cation | ~ | ment | / | tie |
| ʔ | dure | ⌒ | nesse | Δ | together |
| o | eth | z | ous | V | vert, ver |
| w | ference | ρ | serue | | |
| > | fullnesse | c | sion | | |

## CHAP. V.

### *Of the Prepositions and Terminations for long words.*

THese *Prepositions* and *Terminations* must be perfectly gotten by heart, having but small dependance upon the letters of the Alphabet, being of much use in the writing of all long words, each of them standing for a syllable, and some for more.

## CHAP. VI.

SHeweth how to distinguish Characters that have some resemblance with others: And here observe, both in your *Prepositions* and *Terminations* you shall find sometimes, that one and the same Character may stand for two things.

As for Example:

There

## CHAP. V.

### *Of the Prepositions and Terminations for long words.*

THeſe *Prepoſitions* and *Terminations* muſt be perfectly gotten by heart, having but ſmall dependance upon the letters of the Alphabet, being of much uſe in the writing of all long words, each of them ſtanding for a ſyllable, and ſome for more.

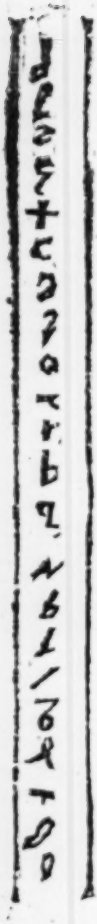
## CHAP. VI.

SHeweth how to diſtinguiſh Characters that have ſome reſemblance with others: And here obſerve, both in your *Prepoſitions* and *Terminations* you ſhall find ſometimes, that one and the ſame Character may ſtand for two things.

As for Example:

There

There is the ſame Character for



| | | |
|---|---|---|
| be | | believe |
| coll | | call |
| cor | | care |
| ch | And | child |
| croſſ | | Chriſt |
| con | | concern |
| de | | deliver |
| dure | | drink |
| eth | | hath |
| ence | | hence |
| re | And | our |
| pro | | proverb |
| ſanct | | ſaint |
| for | | ſure |
| th | | that |
| thr | | there |
| tie | | the |
| ing | | thing |
| un | | unto |
| ant | And | want |
| ent | | went |
| wr | | were |
| wh | | which |

All

All which may with facility be diſtinguiſhed thus, When any of theſe ſtanding alone by themſelves, they are for whole words, but when they are joyn'd with any other letter, they are but a part; as for example, this Prepoſition *be*, when it ſtandeth alone is *believe* : ſo the Prepoſition *coll*, when it ſtandeth alone is *call*, and ſo of the reſt. All which is no hindrance, but rather a help unto the memory; for by remembring the one, the other cannot be forgotten.

## CHAP. VII.

*Of Directions for the joyning of words, which are to be drawn out of the former Prepoſitions and Terminations, obſerve theſe four Rules.*

FIrſt, ſet down your Prepoſition which begins the word, then if one letter, or more, come next after, joyn that letter or letters where you took off your Pen from your former Prepoſition, without removing your Pen: then write your letter or letters following in the place of that Vowel that moſt ſounds the word. As for Example.

Firſt,

First write your Preposition for *ab*, thus ( ⊥ ) the next letters following, being *st*, must be joyned to *ab*, thus ( ⊥ ) and then in the Vowels place which is *a*, write *n*, thus ( ⊥ ) *abstain*.

To write *affirm*, first set your Preposition for *aff*, thus ( ⊖ ) then place your double letter *rm*, in the *r* place of *aff*, thus ( ⊖ ) *affirm*.

Secondly, when your Preposition doth begin the words and end the words, then always joyn them together: As for example, to write *account*, set down your Preposition *ac*, thus ( ⊤ ) then where you are to take off your pen from *ac*, joyn *count*, thus ( ⊤ ) without removing your pen. To write *appear* set down your preposition *ap*, thus ( ⊤ ) then where you are to take off your pen from *ap*, joyn your Preposition *pr* thus, ( ⊤ ) without removing your pen.

Thirdly, Sometimes you have a Preposition to begin a word, and a Termination to end that word: As for example, to write *preserve*, first set down your Preposition *pre*, thus ( ∠ ) when there is no Vowel between the Preposition and Termination, then observe it is a general Rule, that you always joyn them together

ther, without removing your Pen, thus ( ) *preserve.*

To write *present* set down your Preposition *pre*, thus( ) then where you were to take off your pen, joyn your Termination *sent*, thus ( )

Fourthly, if a Preposition or Termination begin a word, and there be neither to end it, then it must be ended with the letters of the Alphabet: As for example, to write *absolve*, set down your *ab*, thus ( ) then to joyn *s* to *ab*, thus ( ) then your Vowel being *o*, write *l* in the place of it thus ( )

To write *admit*, first set down your *ad*, thus ( ) then joyn your *m* to *ad*, thus ( ) then your Vowel being *i*, write *t* in the place of it thus ( )

To write *affright*, first set down your *aff*, thus ( ) then joyn your *r* to your *aff*, thus ( ) then in the *i* place of your *r* write *t*, thus ( ) So that by observing these Rules exactly, if you had no other examples, you might be able to make any word which may be drawn or made out of the aforesaid *Prepositions* and *Terminations*; yet for your more easie & speedy attaining to it, I have drawn out the *Table* of examples following, and have exactly charactered them to your hands. You

YOU need not charge your memory with them in learning them, or any of the following Tables by heart, they are added for example ſake, and more curioſity in this Art: for any word may be written by the foregoing Rules, and is at thy own choice to learn any further.

Only let me ſay thus much for the Alphabetical Table of words of any ſort in page 34. which are often in uſe, its worthy your learning, and but little trouble to memory, being drawn from the letters of the Alphabet, and in a ſhorter way than can be written by the Rules of the Book.

Such as learn this Art muſt write the Characters ſmaller than theſe which are cut in wood, for example of the Learner.

| | | | | | |
|---|---|---|---|---|---|
| abate | ascend | containe |
| abhore | ascent | contrite |
| abide | assemble | correct |
| abound | assist | corrupt |
| about | assure | corne |
| absent | astray | defend |
| abuse | become | deny |
| object | before | designe |
| obtaine | besought | desart |
| accesse | beston | desire |
| accuse | betray | desolate |
| accord | chaff | despise |
| addresse | chamber | determine |
| admire | cheese | devoure |
| advise | chuse | devise |
| afford | comfort | disciple |
| affraid | communicate | dispaire |
| after | commande | discerne |
| alienate | commendo | disdaine |
| allowe | common | disease |
| allure | communion | dishonor |
| allmighty | commit | disobay |
| alter | company | dispose |
| anker | compare | dispute |
| anoint | compasse | dissolve |
| antient | complaine | divide |
| appaiment | comploat | follow |
| appease | comprehend | image |
| appertaine | condemne | immoderate |
| applie | consist | incline |
| appoint | conspire | incourage |
| apprehend | consult | indeed |

| | | | | | |
|---|---|---|---|---|---|
| | indure | | presume | | these |
| | instruct | | prevaile | | then |
| | intreate | | prevent | | they |
| | invite | | procure | | thus |
| | merrie | | redeeme | | those |
| | mercie | | refuse | | though |
| | miracle | | release | | thou |
| | moreover | | remaine | | thousand |
| | morrow | | remit | | thought |
| | morsell | | repose | | thrust |
| | mortall | | resist | | unrighteous |
| | mourne | | resolve | | unworthy |
| | message | | restore | | wheate |
| | misery | | restraine | | when |
| | pardon | | retaine | | wherefore |
| | persevere | | supper | | while |
| | partake | | suppose | | who |
| | preach | | supreame | | whom |
| | pretious | | sorrow | | whole |
| | predestinate | | subject | | wherefore |
| | prepare | | sublime | | why |

This examples of words, which I have collected out of the former pre: positions they need not to be learned by hart as many hundreds in this citty whom I have taught from theire owne experience can worthily manifest /

## Chap: 8

Sheweth that you have sometymes these which I call prepositions to end wordes as well as to Begin wordes and terminations to begin aswell as to end as example in these.

| | | | | | |
|---|---|---|---|---|---|
| | abilitie | | falsly | | speech |
| | branch | | much | | such |
| | breath | | naturall | | treasure |
| | carefull | | pleasure | | vertue |
| | durance | | quench | | usefull |
| | durable | | search | | watch |

## Chap: 9

Likewise if you ad your terminations to your former prepositions you may make any word that is to bee made out of them, but now some may say vnto me, how shall I doe it, I answere you may doe it by your former examples, yet for your better satisfaction herein I will instance in some few examples out of each of them so that by them you may bee able to make any word that possible may be drawne out from them examples followes

| | | | | | |
|---|---|---|---|---|---|
| | favourable | | reiect | | consolation |
| | allowance | | chambring | | howsoever |
| | aliant | | commonly | | altogether |
| | fornication | | impediment | | authoritie |
| | sanctification | | buisness | | adversitie |
| | assendeth | | jealous | | savour |
| | carefullnesse | | superstition | | pervert |
| | | | | | over |

## Chap: X
## Of Abreviations of some of the examples of the former Tables. /

Although these may be writ by the former rules yet for the benifitt of those which I have formerly learned this Art vnto I thought good to abreviate these few examples which follow in regard of the vsefullness of them being often and frequent in vse in every serm on. /

| | | | | | |
|---|---|---|---|---|---|
| | abreviate | | circumstance | | proceed |
| | accord | | contrary | | profane |
| | acquaint | | deceive | | professe |
| | advance | | declare | | profitt |
| | advantage | | distresse | | prophet |
| | advocate | | distribute | | prouide |
| | afterward | | fulfill | | provision |
| | alsoe | | infinite | | provoke |
| | alwayes | | inward | | propose |
| | alwaye | | obedience | | prosecute |
| | angell | | obedient | | protect |
| | ascribe | | peradventure | | protection |
| | beheld | | perceive | | propound |
| | behold | | perfect | | promise |
| | beloued | | perticuler | | pronounce |
| | children | | prescribe | | prophecie |
| | circumsise | | prerogative | | prodegall |
| | circumspect | | profound | | reprobate |

## Chapter the XI

Of the vsuall hard names in scripture which are frequent and vsefull in every sermon. they being exactly made by rule doe not much charge memory

| | | | | | |
|---|---|---|---|---|---|
| | Aaron | | Jesse | | Nebuchadnezz |
| | Abell | | Jethro | | Noah |
| | Abithophel | | Jezebell | | Obededom |
| | Abner | | Joseph | | Onesimus |
| | Abraham | | Jossiah | | Paul |
| | Absolon | | Isaack | | Pharaoh |
| | Adam | | Judas | | Pilat |
| | Beniamin | | Kerah | | Priscilla |
| | Booze | | Leah | | Rachell |
| | David | | Lidda | | Rahab |
| | Doeg | | Martha | | Rebeckah |
| | Elizabeth | | Mary | | Reuben |
| | Elias | | Messiah | | Sampson |
| | Ephraim | | Merriam | | Sanballat |
| | Esau | | moab | | Sarah |
| | Goliah | | mordecai | | Savl |
| | Hagar | | Moses | | Shem |
| | Hamon | | Naaman | | Solomon |
| | Hezekiah | | naboth | | Thamar |
| | Jacob | | Nathan | | Thomas |
| | Jehovah | | Nathaniell | | Vriah |

# Chap. XII of the Names of the Bookes of the Old and New Testament

| | | | | | |
|---|---|---|---|---|---|
| | Genesis | | Isaiah | | Luke |
| | Exodus | | Jeremiah | | John |
| | Leviticus | | Lamentations | | Acts |
| | Numbers | | Ezekell | | Romans |
| | Deuteronomi | | Daniell | | Corinthians |
| | Joshua | | Hosea | | Galathians |
| | Judges | | Joel | | Ephesians |
| | Ruth | | Amos | | Philippians |
| | Samuell | | Obadiah | | Colossians |
| | Kings | | Jonah | | Thessalonians |
| | Chronicles | | Michah | | Timothews |
| | Ezra | | Nahum | | Titus |
| | Nehemiah | | Habukuk | | Philemon |
| | Esther | | Zephaniah | | Hebrewes |
| | Job | | Haggi | | James |
| | Psalmes | | Zachariah malica | | Peter |
| | Proverbes | | Mathew | | Jude |
| | Ecclesiastes | | Marke | | Revelations |

The characters for these bookes they are all of them drawne from the letters of the Alphabet and therefore little charge to memory

## Chapt: XIII
### of the vse of points

first for the Interogative point vse this ( C )
2ly for your parenthesis vse this point ( ∴ )
3ly for the end of a perfect sentence vse this point ( : )
4ly when you writ out any Chapter at the end of
euery verse vse this point ( ... )
5ly for the phraise ( and soe forth ) which is often
in vse make this point ( Ɛ )

## Chap: XIIII
### Of the Table of Wordes

Now having suffitiently furnished you with long and short, wordes whereby you may be enabled by your owne practise to write any sermon or speech being treatably spoken, word for word, / Yet for your better Augmentation and perfection of your knowledge I have here sett downe an index or Table of wordes of sort, not one of them differing from the Alphabet but each one of them very vsefull and frequent in everie sentence and for the most part without removeing penn from the paper as doth plainely appeare by the ensueing Table

# The Table

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| its abfto | | | | | | | |
| | | **A** | | | | | |
| ab | | Abominable | | Blest | | | Demonstrate |
| anc | | Abundance | | Blesse | | | Denominate |
| ant | | Abundant | | Both | | | Devill |
| ac | | Acknowledge | | Bread | | | Dignitie |
| aq | | Acquite | | Bretheren | | | Dilligent |
| sh | | Admonish | | Brother | | | Discribe |
| ad | | Adultery | | But | | | Distinguish |
| an | | Againe | | Buckler | | | Doctrine |
| al | | Afreadie | | **C** | | | Doth |
| ah | | Although | | Can | | | Duty |
| amr | | Ambassadour | | Cannot | | | Dwell |
| an | | Among | | Catholicke | | | **E** |
| n | | And | | Charge | | | |
| an | | Anger | | Church | | | Earth |
| ao | | Another | | Conquerer | | | Effect |
| ap | | Apostle | | Conclude | | | Egipt |
| ao | | Approve | | Congregation | | | Elect |
| ar | | Author | | Consaience | | | Epistle |
| a | | Away | | Conversation | | | Equitie |
| ak | | Awake | | Confidence | | | Establish |
| | | **B** | | Confound | | | Evangelicall |
| b | | Babes | | Confirme | | | Even |
| bb | | Baptisme | | Continue | | | Every |
| by | | Beautifie | | Consider | | | Evermore |
| bc | | Because | | Create | | | Everlasting |
| bg | | Begin | | Creature | | | Evill |
| bf | | Benifitt | | Covenant | | | Example |
| bd | | Besides | | **D** | | | Except |
| bc | | Beseech | | | | | Excell |
| bx | | Betwixt | | Danger | | | Exclude |
| bm | | Blasphome | | Deepe | | | Exercise |

Exempt
Experience
Expresse
Expect
Extreme
Extinguish
Extortioner

## F

Faith
Felicity
Fellowship
First
Flesh
Folke
For
Forth
Foundation
Freind
Fruite
Frustrate
Furtherance
Furthermore

## G

Gather
Gave
Generall
Generat
Generation
Give
Glory
God
Godlinesse
Godhead
Good
Gospell
Grace
Guift
Guilt

## H

Habit
Hallowed
Have
He
Heaven
Heart
Help
Heretofore
Heretick
Him
Hipocrite
His
Holy
Holynes
Holyghost
Honour
Hospitallity
How
Humble
Husband

## I

Idlenesse
Idolatry
Ierusalem
Iesus
If
Ignorant
Illustrate
Impietie
Iniquitie
Integritie
Is
Israell
It
Iudge

## K

Keepe
Kind
Kindnesse
Kindle
King
Kingly
Kingdome
Known

## L

Labour
Lament
Law

# The Table


Leafe
Learne
Lett
Life
Light
Live
Long
Lord
Love

## M

Maiestie
Maiestrate
Man
Many
Manytimes
Manyfold
Manyfast
Malaatur
Mediate
Might
Minister
Most
Mother
Multiplie
Multitude

## N

Name
Necessary
Necessity
Neglect
Neither
Nevertheless
Not
Nothing
Notwithstanding

## O

Of
Oftentymes
Oh
Omnipotent
Open
Opportunitie
Order
Ordinary
Ordinance
Originall
Otherwise
Over
Outward

## P

patience
peculier
people
persecute
persuade
place
posteritie
power
privilege
principall
principle
publique
purpose
put

## Q

qualitie
quantitie
quarter
question
quiet
quick

## R

reconcile
receive
refresh
regard
reioyce
religion
remember
remnant
repent
resurrection
returne
revenge
reveale
reward
righteousnes

## S

Sacrifice
Salvation
Satan
Saviour

# The Table

| | | | | | |
|---|---|---|---|---|---|
| | Scorner | | thanke | | vs |
| | Scribe | | thinke | | |
| | Scripture | | them | | W |
| | Selfe | | themselves | | walke |
| | Selfelove | | thus | | wonder |
| | Severall | | tyme | | wonders |
| | Shall | | torment | | was |
| | Sheyheard | | toward | | wise |
| | Should | | trouble | | well |
| | similitude | | trust | | will |
| | Sin | | truth | | what |
| | Somtyme | | turne | | when |
| | Specialll | | V | | wicked |
| | Spirit | | | | wisdome |
| | Stand | | vanish | | with |
| | Strength | | verse | | worke |
| | Strong | | victory | | word |
| | Succour | | understand | | world |
| | Support | | understanding | | worship |
| | Sword | | voice | | would |
| | T | | vouchsafe | | Z |
| | tabernacle | | upon | | zeale |
| | tempt | | | | |

This Table is all taken out of the Letters of the Alphabet, two or three letters stands for a word, as in the begining page you see an example, and it is very little charg to memory.

## Chap: XV

of joyning 3 or 4 words in one, and all of them according to the Alphabet of Lettors examples follow

| | | | | | |
|---|---|---|---|---|---|
| | as it is | | but it is | | it is said |
| | as it were | | for it is | | it is christ |
| | as it is said | | for christ sake | | lord jesu christ |
| | as it was | | it is soe | | that it is |
| | but now becaus | | is it not | | that it was |

## Chap: XVI: of the Abreviation of sentences

To that end nothing may be left out that may be advantagious to thee in this expeditious art I have discribed unto thee certeine infallible sentences, wherein there can be no mistake in the writing of them from any ministers mouth / The like before was never invented by any other, the characters there of being Answerable to the Alphabett of letters, soe that if you doe but observe in the writing of the sentences following to leave out (the) and (of) the rest you write at large as for example for (The anger of god) (write anger god) thus (  ) (for the benefitts of god) write (benefitts god) thus (  ) (for the blood of christ) write (blood christ) thus (  ) and soe in all the rest of them which is as you see plainly but little charge to memory yet are they shorter then any man can make markes for them as doth plainly appeare by the ensuing examples

Many more of the like natuer might be added but these I judge suffitient to direct the Ingenious practioioner

| | | | |
|---|---|---|---|
| c | the cause of god | e+ | the office of christ |
| + c | the cause of christ | ρ | the peace of god |
| | the church of god | ρ | the people of god |
| | the glory of god | ρ | the people of christ |
| | the glory of christ | | the power of god |
| | the grace of god | + | the signe of christ |
| | the gift of god | | the righteousnes of god |
| | the house of god | | the spirit of god |
| | the joyes of heaven | + | the spirit of christ |
| | the kingdom of grace | | the wayes of god |
| | the kingdom of glory | + | the wayes of christ |
| | the kingdom of god | | the will of god |
| | the kingdom of christ | | the will of christ |
| | the kingdom of heaven | | the wisdom of christ |
| | the kingdom of sathan | | the word of god |
| | the life of grace | | the word of faith |
| | the life of faith | | the worke of god |
| | the life of christ | | the worke of grace |
| | the name of god | | the wrath of god |

Finis

16 DE 51

Fear of God [illegible] 1st:
Fear of y [illegible] 2d

Deliberately 3
Mesperno 4,